

Hi everyone,

Please note that the first meeting of the Policy & Procedures Work Group has been scheduled for **Thursday, February 4th from 3-5 pm** at 25 Van Ness 8th Floor Conference Room.

Agenda to follow.

Thank you,

Ali

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

Direct: 415.674.4751 Fax: 415.674.0373

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HIV Health Services Planning Council
HIV Prevention Planning Council
POLICY & PROCEDURE WORK GROUP
Thursday, February 4th 2016
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

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Draft Agenda

1. Introductions Group 3:00
 2. Review/Approve February 4th 2016 DRAFT Agenda – VOTE Group 3:05
 3. Announcements Group 3:07
 4. Public Comment Group 3:10
 5. Scope of Work Jose Luis Guzman & Ali Cone 3:15
The group will discuss the scope of work of the Policy & Procedure Work Group.
 6. Work Group Membership & Voting Structure – VOTE Mark Molnar 3:25
The group will determine the membership and voting structure of this work group.
 7. Election of Co-Chairs – VOTE Group 3:40
The work group will nominate and vote on its Co-Chairs.
 8. Policy & Procedure Review – VOTE Group 3:50
The Committee will review the table of contents and policies from each council.
 9. Next Meeting Date & Agenda Items Group 4:55
The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, March 3rd 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.
 10. Adjournment Group 5:00
-

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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HIV Prevention Planning Council and HIV Health Service Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, February 4th, 2016

Human Rights Commission

25 Van Ness Avenue

8th Floor, Suite 800

3:00-5:00 pm

Work Group Members Present: Richard Bargetto, Cesar Cadabes, David Gonzalez (Co-Chair), Bill Ledford (Co-Chair), Eileen Loughran, Jessie Murphy

Committee Members Absent: Elaine Flores [A], Wade Flores [A], Charles Siron [E], Linda Walubengo [E]

Others Present: Chuck Adams, Dean Goodwin, Kevin Hutchcroft, Matthew Miller

Support Staff Present: Ali Cone, Jose Luis Guzman, Mark Molnar, Liz Stumm

DRAFT Minutes

1. Introductions

The meeting was called to order at 3:10 pm by CS Molnar. Everyone introduced themselves.

2. Review/Approve February 4th 2016 DRAFT Agenda – VOTE

The February 4th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Announcements

- None

4. Public Comment

- None

6. Scope of Work

- The group discussed the scope of work of the Policy & Procedure Work Group.
 - CS Cone announced that she and CS Guzman will be the leads on this project. The scope of work for this group is to create new policies and procedures for the merged council.
 - The vision and mission of the merged council was provided. The shared vision is to create an ideal health care system for people living with or at risk for HIV/AIDS.

7. Work Group Membership and Voting Structure- VOTE

- The group discussed the membership and voting structure of this work group.
- CS Molnar discussed that there are two different models of membership and voting. The CARE Council model and The Prevention Council model. In past work groups, the group has decided to make it a fixed membership with fixed voting. All policies will be voted upon by the entire membership.
 - **MOTION: The Policy and Procedure work group will restrict voting to membership.**
 - CM Ledford moves.
 - CM Murphy seconds.

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- CM Murphy noted that in the Prevention structure, membership can include those who had the intent to be there on the first meeting.
- CS Molnar noted that CS Cone will connect with those who initiated interest in attending the first meeting to see if they would like to be members.
- Chuck Adams noted that the CARE model might be beneficial later on because there may be more and more interest in this group moving forward.
 - **VOTE: Motion Passes. See column [1] for vote breakdown.**

8. Election of Co-Chairs- VOTE

- CS Molnar discussed that on previous CARE Council needs assessment work groups, council staff could be nominated as co-chairs due to their level of involvement in the agenda planning. This could be a possibility for this group.
 - **Chuck Adams nominates CM Ledford for Co-Chair.**
 - **CM Ledford seconds the motion.**
- CM Bargetto suggested further discussing the responsibilities of the co-chairs, there might be uncertainty about what is required.
 - CS Molnar noted that participation would be fairly deep compared to other groups. All policies from both councils will be reviewed and considered. There will be discussion on how policies can be merged and updated. The level of involvement would be extensive.
 - CM Loughran inquired if council staff was nominated would they have a vote.
 - CS Molnar noted that council staff would not have a vote.
- **MOTION: Bill Ledford as Co-Chair of the P&P Work Group**
 - **CM Murphy seconds**
 - **VOTE: Motion Passes. See column [2] for vote breakdown.**
- **CM Gonzales nominated himself for Co-Chair.**
 - **CM Murphy seconds.**
- **MOTION: David Gonzales as Co-Chair of the P&P Work Group.**
 - **VOTE: Motion Passes. See column [3] for vote breakdown.**

9. Policy & Procedure Review- VOTE

- The group reviewed the table of contents and policies from each council.
 - Council staff merged the table of contents of both Councils and paired like items. This will give the group a framework to create the new policies and procedures.
 - CS Cone noted that the table of contents includes every policy from both councils. The MOU was removed because it no longer applies.
 - CS Cone noted that the Joint Leadership work group is working concurrently with this group and the scope of work should not overlap.
 - Co- Chair Gonzales gave an update on the Joint Leadership work group. He noted that a lot of this group will be the nuts and bolts that Joint Leadership feels are too detailed to work out in larger group. Looking at the scope of work, we may need meetings that are 3 hours long.
- The group discussed the potential quorum policy of the merged council.
 - CS Cone noted that the CARE Council achieves quorum by having 25% of the present members be PLWH.
 - Matthew Miller noted that in the Prevention Council you can lose quorum if someone leaves early.
 - **CM Ledford moved to have the CARE Council language be adapted in regards to quorum.**
 - CS Molnar notes that the group needs to discuss the topics of having PLWH as establishing quorum, and loss of quorum as a member leaves.

- The group discussed concerns with meeting quorum due to the 25% PLWH criteria.
 - CARE Council members expressed that meeting quorum due the 25% PLWH policy has not been a problem.
 - The group discussed concerns with losing quorum due to council members leaving during a meeting.
 - CM Loughran suggested adjusting the agenda to have voting happen at the beginning of a meeting if you know people have to leave to ensure that quorum is met.
 - The group discussed having 25% PLWH for full-council meetings only
 - The group adjusted the language and merged the quorum policies of the HHSPC and HPPC.
- **MOTION: A quorum of the Council must be present at any regular or specially scheduled meeting in order for the Council to engage in formal decision-making. A quorum is defined as more than one-half of the membership, excluding these members on an authorized leave of absence or excused absence. In addition, at least 25% of the membership present must be PLWH in order to constitute a quorum for full council meetings. Absentee votes shall not be permitted. A quorum of Council members must be present at any regular meeting of the Council, the Leadership Committee, or a working group in order for voting to take place. A quorum is defined as more than (1/2) of the current eligible voting membership of the group that is meeting. This may be different when dividing even and odd numbers. It is the policy of the Council to round up to odd numbers. For example, in a working group with thirteen (13) members, six-and a half (6.5) would be rounded up to (7), which means that at least (7) members must be present at the working-group meeting to form a quorum. For another example, assume you have twelve (12) members in a working group; six (6) would be half (1/2) of the working group's membership, and so you would need one (1) additional member present for a total of seven (7) members present to form a quorum.**
- Co-Chair Ledford calls the question.
 - CM Cadabes seconds the question.
 - **VOTE: Motion Passes. See column [4] for vote breakdown**
- The group discussed the Table of Content topics that they would like to go over at the next meeting.
- The group will go over 4a; 6d,h,i; 7a-d

10. Next Meeting Date & Agenda Items

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, March 3rd 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

- The group discussed potentially having a 3 hour meeting in April that will be decided on at the March meeting.

13. Adjournment

- The meeting was adjourned at 5:00 pm by Co-Chair Gonzales.

Date: February 4, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Chuck Adams	P	-	-	-	-				
Bill Ledford	P	Y	Y	Y	Y				

Elaine Flores	P	-	-	-	-				
Wade Flores	P	-	-	-	-				
Matthew Miller	P	-	-	-	-				
Charles Siron	E	-	-	-	-				
Eileen Loughran	P	Y	Y	Y	Y				
Jessie Murphy	P	Y	Y	Y	Y				
Richard Bargetto	P	Y	Y	Y	Y				
David Gonzalez	P	Y	Y	Y	Y				
Cesar Cadabes	P	Y	Y	Y	Y				
Ayes		6	6	6	6				
Nayes									
Abstain									
Recusal									
Total		6	6	6	6				

Policies and Procedures Work group Meeting

William Ledford <cacowboybill@gmail.com>

Mon 2/29/2016 9:36 AM

To: Alexandra Cone <acone@shanti.org>; Neary, Beth (DPH) <beth.neary@sfdph.org>; Bill @alrp.org <Bill@alrp.org>; Guzman, Jose-Luis (DPH) <jose-luis.guzman@sfdph.org>; Billie Cooper (msbilliecooper@yahoo.com) <msbilliecooper@yahoo.com>; Ito, Bruce (MYR) <bruce.ito@sfgov.org>; Carol Hudson (chudson3939@yahoo.com) <chudson3939@yahoo.com>; Catherine Newell - Planning Council Member (cathynewell4@gmail.com) <cathynewell4@gmail.com>; Channing Wayne (cwayne@larkinstreetyouth.org) <cwayne@larkinstreetyouth.org>; Channing Wayne (cwayne@waynecorgroup.com) <cwayne@waynecorgroup.com>; Charles Siron (robles94102@aol.com) <robles94102@aol.com>; Chip Supanich (chipsupanich@gmail.com) <chipsupanich@gmail.com>; Chuck Adams (cdapaca@yahoo.com) <cdapaca@yahoo.com>; Cicily Emerson (cemerson@co.marin.ca.us) <cemerson@co.marin.ca.us>; Davis, Nina (DPH) <nina.m.davis@sfdph.org>; Goodwin, Dean (DPH) <dean.goodwin@sfdph.org>; Don Soto <dsoto@lssnocal.org>; Elaine Flores (daffybugs03@yahoo.com) <daffybugs03@yahoo.com>; Eric Sutter <esutter@shanti.org>; Gina Gemello <Gina@alrp.org>; Aynsley, John (DPH) <john.aynsley@sfdph.org>; Ken Pearce (kwpsf2@gmail.com) <kwpsf2@gmail.com>; Hutchcroft, Kevin (DPH) <kevin.hutchcroft@sfdph.org>; Lee Jewell (rljinsf@gmail.com) <rljinsf@gmail.com>; Linda Walubengo (lwalubengo@larkinstreetyouth.org) <lwalubengo@larkinstreetyouth.org>; Antonetty, Margot (DPH) <margot.antonetty@sfdph.org>; Hicks, Mary Lawrence (UCSF) <Mary-Lawrence.Hicks@ucsf.edu>; Matt Geltmaker (mgeltmaker@smcgov.org) <mgeltmaker@smcgov.org>; Matthew Miller (matthew.simon.miller@gmail.com) <matthew.simon.miller@gmail.com>; Michael Smithwick (msmithwick@maitrisf.org) <msmithwick@maitrisf.org>; Mick Robinson (mrmickster7@gmail.com) <mrmickster7@gmail.com>; Rachel Matillano (rachel.matillano@gmail.com) <rachel.matillano@gmail.com>; Ronaldo G Hernandez (rhonhern@yahoo.com) <rhonhern@yahoo.com>; SF Docs (LIB) <sfdocs@sfpd.org>; 'SF_HIV_Health_Services_Planning_Council@yahooogroups.com' <SF_HIV_Health_Services_Planning_Council@yahooogroups.com>; Stacia Scherich (staciascherich@hotmail.com) <staciascherich@hotmail.com>; Timothy Foster (tfoster@sfa.org) <tfoster@sfa.org>; tjelee@sfa.org <tjelee@sfa.org>; Wade Flores (walksinwater@netzero.net) <walksinwater@netzero.net>; Blum, Bill (DPH) <bill.blum@sfdph.org>;

cc: Mark Molnar <mmolnar@shanti.org>; Dave Jordan <djordan@shanti.org>; Liz Stumm <lstumm@shanti.org>;

Hey everyone,

I wanted to send out a reminder that the Policies and Procedures Work Group Meeting that is scheduled for Thursday, March 03, 2016, the time of the meeting will be from 3:00 PM till 5:00 PM. The reason for this reminder is due to the discussion at the Joint Leadership meeting discussion because of there only being one voting member from Care, that there was not enough Care representation at the last meeting. So I want to take the time to and invite all of the Care Council to participate in being at this meeting and taking part of this meeting.

Thank you,

Bill Ledford

Co-Chair of Policies & Procedures

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HIV Health Services Planning Council
HIV Prevention Planning Council
POLICY & PROCEDURE WORK GROUP
Thursday, March 3rd 2016
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Draft Agenda

- | | |
|---|------------|
| 1. Introductions | Group 3:00 |
| 2. Review/Approve March 3 rd 2016 DRAFT Agenda – VOTE | Group 3:05 |
| 3. Review/Approve February 4 th 2016 DRAFT Minutes – VOTE | Group 3:07 |
| 4. Announcements | Group 3:10 |
| 5. Public Comment | Group 3:10 |
| 6. Policy & Procedure Review – VOTE | Group 3:15 |
| <i>The Committee will review policies from each council.</i> | |
| 7. Next Meeting Date & Agenda Items | Group 4:55 |
| <i>The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, April 7th 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.</i> | |
| 8. Adjournment | Group 5:00 |
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HIV Prevention Planning Council and HIV Health Service Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, March 3rd, 2016

Human Rights Commission

25 Van Ness Avenue

8th Floor, Suite 800

3:00-5:00 pm

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Work Group Members Present: Chuck Adams, Richard Bargetto, Cesar Cadabes, Wade Flores, Elaine Flores, David Gonzalez, Bill Ledford, T.J. Lee, Eileen Loughran, Matthew Miller, Jessie Murphy, Ken Pearce, Charles Siron, Linda Walubengo

Committee Members Absent:

Others Present: Kevin Hutchcroft, Beth Neary

Support Staff Present: Ali Cone, Jose Luis Guzman, Mark Molnar, Liz Stumm

DRAFT Minutes

1. Introductions

The meeting was called to order at 3:04 pm by Co-Chair Ledford. Everyone introduced themselves and quorum was established.

2. Review/Approve March 3rd 2016 DRAFT Agenda – VOTE

The March 3rd, 2016 DRAFT Agenda was reviewed and approved by consensus.

- CM Lee noted that he would like to amend the draft agenda to include a discussion regarding the Co-Chair nominations that occurred at the last meeting.

3. Review/Approve February 4th 2016 DRAFT Minutes – VOTE

The February 4th, 2016 DRAFT Agenda was reviewed and approved by consensus.

4. Announcements

- CS Molnar noted that as discussed at the first meeting, membership will be established at this meeting.
- CS Molnar noted that there will be a joint merged Council meeting on March 10th from 3:00-6:00 at 25 Van Ness on the 6th floor.
 - CM Pearce encouraged council members to attend the whole meeting so we see how each other's councils work
- CM Flores noted that Walter Kelly passed away who was a Co-Chair on the Marin Care Council.
- CM Pearce noted that there is an SF Chronicle article on Long-term HIV survivors that he encourages council members to read.

5. Public Comment

- None

6. Co-Chair Nomination- VOTE

- The group discussed the Co-Chair nominations that occurred at the first meeting.
- CM Lee noted that because there was only one Care Council member who was capable of being Co-Chair present, he feels that the group should have waited until the next meeting to establish Co-Chairs.
- **MOTION: CM Pearce nominated CM Siron as Co-Chair of the Policy and Procedures Work Group.**
- **CM Hernandez seconds the motion.**
- **MOTION: CM Lee would like to nominate CS Cone as Co-Chair of the Policy and Procedures Work Group.**
- **CM Siron seconds the motion.**
- The group discussed the possibility of having someone from council staff be a co-chair. Prevention council members noted that this has never been done in their Council. Some members expressed concern over inequity.
- CM Siron noted that CS Cone would be a good fit because she has already been doing the work and she would be a good facilitator.
 - CS Cone noted that she and CS Guzman have been working collaboratively on putting together the policies and procedures from both councils.
- **MOTION: CM Pearce would like to nominate CS Guzman as Co-Chair of the Policy and Procedures Work Group.**
- **CM Lee seconds the motion.**
- CS Cone and CS Guzman accept the Co-Chair nominations.
- CM Siron declines the Co-Chair nomination.
- **MOTION: CM Ledford would like to nominate himself as Co-Chair.**
- **CM Cadabes seconds the motion.**
- **MOTION: CM Ledford nominates CM Gonzales as Co-Chair of the Policy and Procedures Work Group.**
- **CM Cadabes seconds the motion.**
- The group will bundle the vote, having one co-chair from Prevention and one co-chair from Care.
- **VOTE: Ali Cone or Bill Ledford as Co-Chair of the P&P Work Group.**
- **Ali Cone as Co-Chair Passes. See column [1] for a vote break down.**
- **VOTE: Jose Luis Guzman or David Gonzales as Co-Chair of the P&P Work Group.**
- **Jose-Luis Guzman as Co-Chair Passes. See column [2] for a vote break down.**
- This vote will be on the agenda and voted on at the Joint Leadership Work Group next month.
- The group thanked CM Ledford and CM Ledford for the work that they have done as Co-Chairs of this group.

7. Policy & Procedure Review- VOTE

- The group reviewed the policies from the Prevention and Care Councils.

Job Description:

- The Council Member Job Description was prioritized so it can be included on the membership application.
 - The group discussed adding EMA (Marin, San Francisco, San Mateo) into the language.
 - Expanding eligibility to "receive services in SF" was discussed, but it was decided that it could not be included due to a HRSA mandate.
- **MOTION: CM Bargetto moves to adjust the eligibility language to include reside in or work in the 3 county EMA (Marin, San Francisco, San Mateo) and to consolidate the responsibilities of both councils.**
- **CM Flores seconds the motion.**

- MOTION passes. See column [3] for vote breakdown.

Quorum:

- The group reviewed the Quorum policy that was voted on at the last meeting.
- The group voted to have 25% PLWH representation at Full Council meetings only.
- Members of the Care Council voiced concern about not having 25% PLWH representation at committee meetings as well as full council meetings. Having enough PLWH representation at Care Council Committee meetings to meet quorum has not been an issue in the past.
- **MOTION:** CM Bargetto moves to replace the word “full council” with “all” meetings.
“A quorum of the Council must be present at any regular or specially scheduled meeting in order for the Council to engage in formal decision-making. A quorum is defined as more than one-half of the membership, excluding these members on an authorized leave of absence or excused absence. In addition, at least 25% of the membership present must be PLWH in order to constitute a quorum for all meetings. Absentee votes shall not be permitted.”
- CM Pearce seconds the motion.
- **VOTE:** Motion Passes. See column [4] for vote breakdown.

Proxy:

- The group discussed the proxy policy of the Care Council (The Prevention Council does not have a proxy policy).
- CS Molnar noted that this policy has worked fine for the Care Council.
- CS Molnar suggested adding an explanation of proxy votes to the language. A proxy vote does not affect quorum and if you are excused it does not count against quorum.
- **MOTION:** CM Flores moved to adopt the Care Council’s proxy policy amended to include an explanation that a proxy vote does not affect quorum and if you are excused it does not count against quorum.
“Any PLWH member who is absent due to illness may appoint a proxy according to the By-laws.”
 - The use and designation of a proxy must be communicated to Council Staff prior to use, including when a Council member becomes ill during a meeting and would like to designate a proxy. Designation of a proxy must be noted in writing within the Council Support files.
 - A designated proxy must be a voting member of the Council.
 - A proxy may serve for two meetings for the purpose of maintaining representation of PLWH when a member is unable to attend due to illness.
 - An individual Council member may serve as proxy for not more than one member.
 - A standing proxy may be established by a PLWH Council member by communicating the names of those designated as proxies in advance to council staff. Standing proxies must be noted as ongoing or temporary.
 - Proxies do not affect quorum.”
- CM Lee seconds the motion.
- Motion Passes. See column [5] for a vote break down.

Abstentions:

- The group compared the Care and Prevention Council’s abstention policy.
- **MOTION:** CM Pearce moved to adopt the Prevention Council’s policy on abstention: “An abstention is not considered a vote, and thus does not count towards the total votes cast.”
- CM Bargetto seconds the motion.

- **VOTE: Motion Passes.** See column [6] for a vote break down.

Majority/ Super Majority Vote:

- The group reviewed the majority and super majority vote policy of the Care and Prevention Councils.
- **MOTION: CM Pearce moves to adapt the Prevention Council's language for Voting and Voting Majority.**
- **CM Bargetto seconds the motion.**
- The group discussed adding recusal language and including fiscal actions to roll call votes due to the Sunshine Ordinance.
- **AMMENDED MOTION: Change the language in HPPC Voting by Roll Call to "All major or fiscal actions taken by the merged council (other than routine business and elections) must be taken through roll-call votes." Add Care Council recusal language "Council members who recuse themselves due to a conflict of interest will be deducted from Members present and voting for determining a majority vote."**

"Voting and Majority

Every official action taken by the Council shall be adopted by a majority vote, except where a two-thirds (2/3) vote is required by these bylaws. If two-thirds (2/3) vote is required, it shall be at least two-thirds (2/3) of all votes cast, provided a quorum is present. A majority vote shall be more than half (1/2) of all votes cast provided a quorum is present. Council members who recuse themselves due to a conflict of interest will be deducted from Members present and voting for determining a majority vote. An abstention is not considered a vote, and thus does not count towards the total of votes cast. Unanimous consent can be used for routine business, such as the approval of minutes and agendas, written ballots can be used for elections, and roll call votes should be used for everything else. Unanimous consent permits action without a motion or a vote when there is no opposition anticipated. All votes taken by the full Council will be made public in the minutes.

1. Voting through Unanimous Consent:

Unanimous consent can only be used for routine business, such as the approval of minutes and agendas.

2. Voting with Ballots:

Voting with ballots can only be used for elections. The results of a vote taken with ballots will be recorded in the meeting's minutes.

3. Voting by Roll Call:

All major or fiscal actions taken by the Council (other than routine business and elections) must be taken through roll-call votes."

- **VOTE: Motion passes.** See column [7] for vote breakdown.
- The group discussed using the original list to prioritize the polies on the Table of Contents (4a; 6 d,i; 7 a,b,d)

7. Next Meeting Date & Agenda Items

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, April 7th 2016 at 25 Van Ness 8th Floor Conference Room from 2-5 pm.

- The group decided to have a 3 hour meeting in April.

8. Adjournment

- The meeting was adjourned at 4:57 pm by Co-Chair Gonzales.

Date: March 3, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Chuck Adams	(P)	-	-	-	-	-	-	-	
Elaine Flores	(P)	-	-	-	-	-	-	-	
Wade Flores	P	A	JL	Y	Y	Y	Y	Y	
Ron Hernandez	P	A	JL	Y	Y	Y	Y	Y	
Bill Ledford	P	B	D	Y	-	-	-	-	
T.J. Lee	P	A	JL	Y	Y	Y	Y	Y	
Ken Pearce	P	A	JL	Y	Y	Y	Y	Y	
Matthew Miller	(P)	-	-	-	-	-	-	-	
Charles Siron	P	A	JL	Y	Y	Y	Y	Y	
Linda Walubengo	P	A	JL	Y	Y	Y	Y	Y	
Eileen Loughran	P	A	JL	Y	Y	Y	Y	Y	
Jessie Murphy	P	B	D	Y	Y	Y	Y	Y	
Richard Bargetto	P	A	JL	Y	Y	Y	Y	Y	
David Gonzalez	P	B	D	Y	Y	Y	Y	Y	
Cesar Cadabes	P	B	D	Y	Y	Y	Y	Y	
Ayes		A=8 B=4	JL=8 D=4	12	11	11	11	11	
Nayes									
Abstain									
Recusal									
Total		12	12	12	11	11	11	11	



HIV Health Services Planning Council
HIV Prevention Planning Council
POLICY & PROCEDURE WORK GROUP
Thursday, April 7th 2016
25 Van Ness, 8th Floor Conference Room
3:00-6:00 pm

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Draft Agenda

- | | |
|---|------------|
| 1. Introductions | Group 3:00 |
| 2. Review/Approve April 7th 2016 DRAFT Agenda – VOTE | Group 3:05 |
| 3. Review/Approve March 3rd 2016 DRAFT Minutes – VOTE | Group 3:07 |
| 4. Announcements | Group 3:10 |
| 5. Public Comment | Group 3:10 |
| 6. Policy & Procedure Review – VOTE | Group 3:15 |
| <i>The Committee will review policies from each council.</i> | |
| 7. Next Meeting Date & Agenda Items | Group 5:55 |
| <i>The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, May 5th 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.</i> | |
| 8. Adjournment | Group 6:00 |

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HIV Prevention Planning Council and HIV Health Service Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, April 7th, 2016

Human Rights Commission

25 Van Ness Avenue

8th Floor, Suite 800

2:00-5:00 pm

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Work Group Members Present: Chuck Adams, Richard Bargetto, Wade Flores, Elaine Flores, T.J. Lee, Eileen Loughran, Ken Pearce, Charles Siron, Linda Walubengo

Committee Members Absent: Cesar Cadabes, David Gonzalez, Bill Ledford [E], Matthew Miller [A], Jessie Murphy

Others Present: Dean Goodwin

Support Staff Present: Ali Cone (Co-Chair), Jose Luis Guzman (Co-Chair), Mark Molnar, Liz Stumm

DRAFT Minutes

1. Introductions

The meeting was called to order at 2:12 pm by Co-Chair Cone. Everyone introduced themselves and quorum was established.

2. Review/Approve April 7th 2016 DRAFT Agenda – VOTE

The April 7th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve March 3rd 2016 DRAFT Minutes – VOTE

The March 3rd, 2016 DRAFT Agenda was reviewed and approved by consensus.

4. Announcements

- CM Pearce wanted to acknowledge the lack of Prevention Council representation at this meeting due to previous discussions surrounding equity within the group.

5. Public Comment

- None.

6. Policy & Procedure Review- VOTE

- The group reviewed the policies from the Prevention and Care Councils.

Agenda Setting

- The group reviewed the agenda setting policy from the HHSPC and the HPPC. The policies were merged and the language was adjusted.
- **MOTION:** The Agenda Setting policy as adjusted by the work group.
- CM Pearce moves to approve the revised agenda setting policy.
- CM Bargetto seconds the motion.
- **VOTE:** Motion Passes. See column [1] for a vote breakdown.

Progression of Motions

- The group reviewed the Progression of Motions policy from the HHSPC and the HPPC. The group adopted the HHSPC Progression of Motions policy with adjustments to the language.
- **MOTION: To adopt the HHSPC Progression of Motions policy with adjustments to the language.**
- CM Pearce moves to approve the revised progression of motions policy.
- CM Bargetto seconds the motion
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

Meeting Procedure

- The group reviewed the Meeting Procedure policy from the HHSPC and the HPPC. The group adopted the HPPC Meeting Procedure policy with adjustments to the language.
- **MOTION: To adopt the HPPC Meeting Procedures policy with adjustments to the language.**
- CM Bargetto moves to approve the revised progression of motions policy.
- CM Lee seconds the motion.
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

DPH Government Co-Chair Role

- The group reviewed the DPH Government Co-Chair role. The group decided that two staff appointed to this position will be required to actively serve together on the Leadership Committee and the Full Council, sharing one vote.
- **MOTION: To adopt the DPH Government Co-Chair Role job description.**
- CM Pearce moves to approve the revised DPH Government Co-Chair role policy.
- CM Bargetto seconds the motion.
- **VOTE: Motion passes. See column [3] for a vote breakdown.**

Meeting Attendance

- The group reviewed the Meeting Attendance policy from the HHSPC and adjusted the language.
- **MOTION: To adopt the HHSPC Meeting Attendance policy with adjustments to the language.**
- CM Bargetto moves to approve the revised meeting attendance policy.
- CM W. Flores seconds the motion.
- **VOTE: Motion Passes. See column [5] for a vote breakdown.**

7. Next Meeting Date & Agenda Items

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, May 5th 2016 at 25 Van Ness 8th Floor Conference Room from 2-5 pm.

8. Adjournment

- The meeting was adjourned at 5:06 pm by Co-Chair Cone.

Date: April 7, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Chuck Adams	(P)	-	-	-	-	-			
Elaine Flores	(P)	-	-	-	-	-			
Wade Flores	P	Y	Y	Y	Y	N			
Ron Hernandez	P	Y	Y	Y	-	-			
Bill Ledford	E	-	-	-	-	-			

T.J. Lee	P	Y	Y	Y	Y	Y			
Ken Pearce	P	Y	Y	Y	Y	Y			
Matthew Miller	(A)	-	-	-	-	-			
Charles Siron	P	Y	Y	Y	Y	Y			
Linda Walubengo	P	Y	Y	Y	Y	Y			
Eileen Loughran	P	-	-	Y	Y	Y			
Jessie Murphy	A	-	-	-	-	-			
Richard Bargetto	P	Y	Y	Y	Y	Y			
David Gonzalez	A	-	-	-	-	-			
Cesar Cadabes	A	-	-	-	-	-			
Ayes		7	7	8	8	7			
Nayes						1			
Abstain									
Recusal									
Total		7	7	8	8	8			



HIV Health Services Planning Council
HIV Prevention Planning Council
POLICY & PROCEDURE WORK GROUP
Thursday, May 5th 2016
25 Van Ness, 8th Floor Conference Room
2:00-5:00 pm

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Draft Agenda

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|---|------------|
| 1. Introductions | Group 2:00 |
| 2. Review/Approve May 5 th 2016 DRAFT Agenda – VOTE | Group 2:05 |
| 3. Review/Approve April 7 th 2016 DRAFT Minutes – VOTE | Group 2:07 |
| 4. Announcements | Group 2:10 |
| 5. Public Comment | Group 2:15 |
| 6. Policy & Procedure Review – VOTE | Group 2:20 |
| <i>The Committee will review policies from each council.</i> | |
| 7. Next Meeting Date & Agenda Items | Group 4:55 |
| <i>The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, May 5th 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.</i> | |
| 8. Adjournment | Group 5:00 |
-

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Page 1 of 2

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Hi everyone,

Unfortunately our regular meeting location is unavailable this Thursday, so our Policy & Procedure Work Group meeting has been moved to the **Alliance Health Project**.

Policy & Procedure Work Group

Thursday, May 5th 2-5 pm

Alliance Health Project

1930 Market St. (b/t Buchanan & Laguna)

Classroom 204

43

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HIV Prevention Planning Council and HIV Health Service Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, May 5th, 2016

Human Rights Commission

25 Van Ness Avenue

8th Floor, Suite 800

2:00-5:00 pm

Work Group Members Present: Chuck Adams, Richard Bargetto, Cesar Cadabes, Wade Flores, Elaine Flores, Eileen Loughran, Jessie Murphy, Ken Pearce, Linda Walubengo

Committee Members Absent: David Gonzalez [A], T.J. Lee [A], Matthew Miller [E: Proxy Ron Hernandez], Charles Siron [E: Proxy Ken Pearce]

Others Present: Dean Goodwin, Kevin Hutchcroft

Support Staff Present: Ali Cone (Co-Chair), Jose Luis Guzman (Co-Chair), Dave Jordan, Mark Molnar, Liz Stumm

DRAFT Minutes

1. Introductions

The meeting was called to order at 2:05 pm by Co-Chair Guzman. Everyone introduced themselves and quorum was established.

2. Review/Approve May 5th 2016 DRAFT Agenda – VOTE

The May 5th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve April 7th 2016 DRAFT Minutes – VOTE

The April 7th, 2016 DRAFT Agenda was reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Policy & Procedure Review- VOTE

- The group reviewed the policies from the Prevention and Care Councils.

Council/Committee Co-Chairs

- The work group reviewed the Council Co-Chair job descriptions from both Councils. Council staff explained that the job descriptions are similar but the HPPC has a maximum lifetime length of service for a Community Co-Chair as 60 months.
- Council staff will merge the HPPC and HHSPC Council Co-Chair policies and exclude the length of service for a vote at a later date.

Appointed Seats

- The group reviewed the appointed seat policy of the HHSPC and the HPPC.

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- MOTION: CM Murphy moves to name the 8 organization or department representatives in the policy. To require appointed seats to come to Full Council Meetings and make attendance at committee meetings recommended but optional. Appointed seat attendance at committee meetings will not be counted towards attendance requirements. The possibility of having an alternate for an appointed seat will be removed.
- CM Pearce seconded the motion.
- VOTE: Motion Passes. See column [1] for a vote breakdown.

Committee Description

- The group reviewed the committee descriptions of the HPPC and the HHSPC.
- MOTION: CM Pearce moves to approve the committee descriptions as written.
- CM Bargetto seconded the motion
- VOTE: Motion passes. See column [2] for a vote breakdown.
- The group discussed adding the P&P work group as an option for a home committee.
- The list of committee membership will be brought to the May 26th Joint Leadership work group to vote on.

At-large Seats

- The group discussed the number of at-large seats.
- MOTION: CM Adams moves to have 4 at-large members.
- CM W. Flores seconds the motion.
- VOTE: Motion Passes. See column [3] for a vote breakdown.

LTCCC Representative

- The group reviewed the LTCCC job description. The policy was tabled until more information about if a LTCCC representative would be provided to the Council.

Steering Committee

- The group discussed having the two co-chairs from a committee share a vote.
- MOTION: CM Pearce moves that the co-chairs of the standing committees will be members of the Steering Committee.
- CM Cadabes seconds
- VOTE: Motion Passes. See column [4] for a vote breakdown.

CAEAR/UCAPS Representative

- The group reviewed the CAEAR and UCHAPS Representative policy.
- The group decided to table the UCHAPS Representative policy.
- The language of the CAEAR representative policy was adjusted to remove the requirement of evaluation of the representative by the Council.
- CM Pearce moves to approve the CAEAR policy as amended.
- CM Murphy seconds the motion.
- VOTE: Motion Passes. See column [5] for a vote break down.

Council Member Expense Reimbursement

- The group reviewed the expense reimbursement policies of the HHSPC and the HPPC.

- The group decided to have Council staff and HHS ask the project officer whether expense reimbursement will be allowed using non- Ryan White funds.

Public Comment

- The group reviewed the public comment policy of the HPPC and the HHSPC.
- The difference methods are that members of the public can speak during public comment periods (HHSPC) or members of the public will fill out public comment registration form and speak when indicated by a Council Co-Chair (HPPC).
- The group requested to have The Brown Act posted on the public sign-in sheet, noting that Council Members will not respond to public comment during Council meetings.
- CM Pearce moves to adopt the HHSPC public comment policy.**
- CM Cadabes seconds the motion**
- VOTE: Motion Passes. See column [6] for a vote breakdown.**

7. Next Meeting Date & Agenda Items

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, June 2nd 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

8. Adjournment

- The meeting was adjourned at 5:05 pm by Co-Chair Cone.

Date: May 5, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Chuck Adams	P	Y	Y	Y	Y	Y	Y		
Elaine Flores	P	Y	Y	Y	Y	Y	Y		
Wade Flores	P	N	Y	Y	Y	Y	Y		
Ron Hernandez	P	Y	Y	Y	Y	Y	Y		
T.J. Lee	A	-	-	-	-	-	-		
Ken Pearce	P	Y	Y	Y	Y	Y	Y		
Matthew Miller	E	Y	Y	Y	Y	Y	Y		
Charles Siron	E	Y	Y	Y	Y	Y	Y		
Linda Walubengo	P	Y	Y	-	-	-	-		
Eileen Loughran	P	Y	Y	Y	Y	Y	Y		
Jessie Murphy	P	Y	Y	Y	Y	Y	Y		
Richard Bargetto	P	Y	Y	Y	Y	-	-		
David Gonzalez	A	-	-	-	-	-	-		
Cesar Cadabes	P	Y	Y	Y	Y	Y	Y		

Ayes		11	12	11	11	10	10		
Nayes		1							
Abstain									
Recusal									
Total		12	12	11	11	10	10		



HIV Health Services Planning Council
HIV Prevention Planning Council
POLICY & PROCEDURE WORK GROUP
Thursday, June 2nd 2016
Human Rights Commission
25 Van Ness 8th Floor Conference Room
3:00-5:00 pm

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|--|------------|
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| 3. Review/Approve May 5 th 2016 DRAFT Minutes – VOTE | Group 3:07 |
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-

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